

Trustees of the Manchester City Library  
Minutes – September 17, 2007

Called to order the Public Meeting at 3:31pm

Motion was made by Trustee Barrett to accept and expend unanticipated, unrestricted revenue for library usage in the amount of \$85,074.17 from the Patricia Stips estate, seconded by Trustee Sullivan, all in favor.

The amount will become a named fund within the Trust Funds. Acknowledgement will be sent to the Stips' Family.

Public meeting adjourned at 3:40pm

**In attendance:** Trustee Chair Karen Sheehan-Lord, Trustees , Joseph Sullivan, Joannie Barrett, Jeff Hickok, Madeleine Roy and Jack Shea and Library Director Denise van Zanten. Also in attendance, was Foundation Chair Monique Brown, David Hodgen (City Negotiator), Charles Mathews and William Sirak, from Citizens Bank Investments.

**Excused:** Trustee Kevin Devine

Meeting was called to order at 3:40pm.

**Minutes:** approval of the August 7<sup>th</sup> meeting. Motion made to accept Minutes by Trustee Hickok seconded by Trustee Barrett, all in favor.

David Hodgen's reviewed with the Trustees the tentative agreement with the Teamsters Local 633.

After the Trustees reviewed Trustee Shea made the motion "to ratify the tentative agreement between the Teamsters Local 633 and the City of Manchester Library" seconded by Trustee Sullivan, all in favor. Tentative agreement now goes to the Board of Mayor and Alderman for approval.

William Sirak and Charles Matthew of Citizens Bank spoke to Trustees about the Trust investments. There was also discussion about the current investment policy being updated and reviewed at future meeting. Next meeting to review Trust Fund investments has been scheduled for the April 2008 Meeting.

**Director's Report:**

Internet Policy update. Need to add Wi-Fi service to the policy and to change the policy of usage when a fine is due. The new policy will change to \$10.00 and we would like to change the checkout policy to match. Circulation Head Claudia Mayer will have a new policy in October for the Trustees approval.

Motion was made to accept the Internet Policy by Trustee Barrett, seconded by Trustee Roy, all in favor.

Librarian I applicants are from all over the country. No interviews have been set up yet. Page applications have been received and interviews will begin this week.

Director van Zanten informed Trustees on the status of employee re-classification effort.

Cote' Estate has left 19 paintings and numerous books to the Library. It will be asked if the paintings could be shipped here, regular freight. Books will be held until further notice – looking for historical buyer. Once more information has been gathered a public hearing will need to be held.

Several employees attended the first integrated library system demo last week. There are 3 systems that will be looked at. 1) SIRSIDynix , 2) Innovative Interfaces Inc (III) and 3) Polaris.

September 27<sup>th</sup> , September 28<sup>th</sup> and October 1<sup>st</sup> Library Director will be on vacation.

**Finance Committee Report:** Nothing to report at this time.

**Foundation:** No meetings in the summer. Foundation will be asked to purchase a 20,000 BTU air conditioner for the West Branch. Because of flooding in the YA room, replacement furniture is needed at a cost of \$2,000. Next meeting is September 20<sup>th</sup> at 5pm. Joint Trustee and Foundation Meeting will be held on March 17<sup>th</sup> at 3pm. Regular meetings will follow after.

**Old Business:** None at this time.

**New Business:**

Michaud Family sent Thank you to Trustees for flowers. Cynthia O'Neil also thanked the Trustees for acknowledging her service of 30 years to the Library.

Adjourned at 5:16pm